

MINUTES
NORTHEAST OHIO REGIONAL SEWER DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 5, 2020

A Regular Meeting of the Board of Trustees of the Northeast Ohio Regional Sewer District was called to order at 12:30 p.m. by Darnell Brown.

I. Roll Call

PRESENT: Darnell Brown
Ronald Sulik
Samuel Alai
Terence Joyce
Jack Bacci
Timothy DeGeeter
Sharon Dumas

The Secretary informed the President that a quorum was in attendance.

II. Approval of Minutes

MOTION – Mayor Bacci moved, and Mr. Sulik seconded to approve the Minutes of the February 20, 2020, Board Meeting. Without objection, the motion carried unanimously.

III. Public Session

There were no items.

IV. Chief Executive Officer's Report

Kyle Dreyfuss-Wells, Chief Executive Officer, advised the Board that through its work with its energy procurement consultant AMEREX, the District was able to secure a one-year contract in an amount not-to-exceed \$931,560.00 with Direct Energy Business Marketing for natural gas. This is considerable cost savings compared to last year's contract with Direct Energy, which was for \$1,950,485.00. Ms. Dreyfuss-Wells commended AMEREX and District staff for achieving the savings.

As part of the District's continuing efforts to improve customer service, 31 employees representing 12 departments participated in a community action poverty simulation on January 31, 2020. The simulation was sponsored by the District in partnership with Cuyahoga Community College and attended by several organizations that the District partners with regularly. The purpose of the simulation is to demonstrate the challenges of living on a welfare-based budget, which many District customers experience. Constance Haqq, Director of Administration and External Affairs,

and her team convened an internal debriefing with District staff in attendance to discuss the experience.

Ms. Dreyfuss-Wells invited Jim Bunsey, Chief Operating Officer, to provide an update regarding the District's response to the Coronavirus.

Mr. Bunsey advised the Board that there are four levels of risk classifications when monitoring a possible pandemic influenza. Ohio is currently in the lowest risk category for COVID-19. District staff has been monitoring the situation and working to establish plans of action, should the risk classification increase.

The District has increased cleaning by the custodial staff to include daily cleaning of door handles and increased diligence in use of disinfectants and is in the process of distributing increased amounts of hand sanitizer, disinfectant wipes, and facial tissues to District staff. Additionally, there will be internal communications to staff to provide answers to frequently asked questions and links to pertinent information provided by the Centers for Disease Control and Prevention (CDC).

The District is continuing external communication and coordination with the Ohio Department of Health, Ohio Emergency Management Agency, Cuyahoga County Office of Emergency Management, and the Cleveland Clinic Foundation. In preparation for a potential increased risk level, the emergency management team has been tasked with the development of a COVID-19 Incident Action Plan which includes Continuity of Operation Plans for each department in the event of reduced workforce. They have identified and drafted a total of 15 Continuity of Operation Plans.

While the situation will continue to evolve, the District is taking the appropriate steps to maintain critical services if the local concern regarding COVID-19 increases significantly.

V. Action Items

Authorization to Advertise

Resolution No. 63-20	Authorization to publish notice calling for bids, in accordance with Ohio Revised Code Chapter 6119, for Hydrovac & Jetting Services with an anticipated expenditure of \$250,000.00.
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Resolution No. 64-20	Authorization to publish notice calling for bids, in accordance with Ohio Revised Code Chapter 6119, for the Miscellaneous CSO Improvements project with an anticipated expenditure of \$2,150,000.00.
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MOTION – Mayor Bacci moved, and Ms. Dumas seconded to adopt Resolution Nos. 63-20 through 64-20. After the following discussion, without objection, the motion carried unanimously.

President Brown asked for clarification regarding the services to be provided under Resolution No. 63-20. Frank Greenland, Director of Watershed Programs, explained that the District has 9 green infrastructure sites totaling 41 acres. The purpose of the green infrastructure sites is to capture stormwater and remove that from the combined sewer system, and therefore, they include storm sewers, sediment traps and catch basins which require periodic cleaning to maintain functionality.

President Brown asked if Resolution No. 64-20 is intended to address improvements at a specific location. Devona Marshall, Director of Engineering and Construction, explained that there are two project areas. The first, Literary Road and West 3rd Street, will directly address Control Measures 17 and 19 of the CSO Consent Decree by performing a sewer separation and eliminating CSO 082 and CSO 240. The second is located at Aetna Road and is part of larger Control Measure, 21, which is the Southerly Tunnel System that has yet to be constructed or designed. However, this portion of the project will provide some capacity relief to the Southerly Interceptor and upstream local system by diverting flows to the Morgana Run culvert.

Authorization to Enter Into Agreement

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| Resolution No. 65-20 | Authorization to enter into a loan agreement with the Ohio Environmental Protection Agency and the Ohio Water Development Authority to accept WPCLF funding for construction costs related to the District-Wide Roof Improvements project for a total amount up to \$2,842,404.12. |
| Resolution No. 66-20 | Authorization to enter into a professional services agreement with Montrose Air Quality Services, LLC for Air Emission Stack Testing Services in an amount not-to-exceed \$500,000.00. |
| Resolution No. 67-20 | Authorization to enter into an agreement with Precision Multimedia for the District Conference Room Audio/Visual Upgrades project in an amount not-to-exceed \$129,512.00. |

MOTION – Mayor Alai moved, and Mr. Joyce seconded to adopt Resolution Nos. 65-20 through 67-20. After the following discussion, without objection, the motion carried unanimously.

President Brown asked for additional information regarding the District-Wide Roof Improvements Project. Ms. Marshall advised that the Project includes six locations requiring either total or partial roof replacements, equaling approximately 90,000 square feet of roof replacement or repair across the three WWTPs. It is intended to be a single-phase project.

Authorization to Enter Into Contract

- Resolution No. 68-20 Authorization to enter into one-year requirement contracts for Grounds Maintenance Services at District facilities with TTR Turf Control, LLC in an amount not-to-exceed \$43,419.93 for Bid Group 1; Civil Construction Services, Inc. in a total amount not-to-exceed \$59,376.73 for Bid Groups 2, 3, and 5; and Robin's Nest Landscape in an amount not-to exceed \$31,702.51 for Bid Group 4.
- Resolution No. 69-20 Authorization to enter into a two-year requirement contract with Pirc Company Landscaping & Snowplowing, LLC for Green Infrastructure Maintenance Services in an amount not-to-exceed \$422,171.79.

MOTION – Mr. Sulik moved, and Mr. Joyce seconded to adopt Resolution Nos. 68-20 through 69-20. Without objection, the motion carried unanimously.

Property Related Transaction

- Resolution No. 70-20 Authorizing the District to acquire one permanent stormwater easement on property known as part of PPN 771-09-018, located at 4672 Derbyshire Drive, in the Village of North Randall, owned by Michaleen M. Butler, necessary for the construction and maintenance of the Bear Creek Streambank and Headwall Repair project with total consideration of \$1.00.
- Resolution No. 71-20 Authorizing the District to acquire one permanent stormwater easement and one temporary construction easement on property known as part of PPN 445-12-007, located at 5553 Broadview Road, in the City of Parma, owned by Parma Nursing Home, Inc. necessary for the construction of the West Creek Bank Stabilization near Sandpiper Drive project with total consideration of \$1.00.
- Resolution No. 72-20 Authorizing the District to acquire one temporary construction easement located on property known as part of PPN 601-29-003, on Royalton Road, in the City of Brecksville, owned by the City of Brecksville, necessary for the construction of the Chippewa Creek Bank Stabilization near the Chippewa Creek Condominiums project with total consideration of \$1.00.

MOTION – Mr. Joyce moved, and Mr. Sulik seconded to adopt Resolution Nos. 70-20 through 72-20. Without objection, the motion carried unanimously.

Authorization of Appointment

Resolution No. 73-20 Appointing Ronald Sulik to the Board of Trustees Audit Committee and appointing Darnell Brown, Sharon Dumas, and Terence P. Joyce to the Board of Trustees Finance Committee.

MOTION – Mayor Alai moved, and Mayor Bacci seconded to adopt Resolution No. 73-20. Without objection, the motion carried unanimously.

Authorization to Modify Policy

Resolution No. 74-20 Authorization to modify Member Community Infrastructure Program (MCIP) Policy, Process and Procedures, as presented.

MOTION – Mr. Sulik moved, and Mr. Joyce seconded to adopt Resolution No. 74-20. Without objection, the motion carried unanimously.

Authorization to Implement

Resolution No. 75-20 Authorization to implement the 2021 Member Community Infrastructure Program (MCIP) and to issue a Request for Proposals for Project Selection.

MOTION – Ms. Dumas moved, and Mayor Bacci seconded to adopt Resolution No. 75-20. Without objection, the motion carried unanimously.

Authorization to Adopt Revised Bylaws

Resolution No. 76-20 Adopting revised Bylaws of the Board of Trustees of the Northeast Ohio Regional Sewer District, as presented, reflecting creation of the Chief Administrative Officer position and general summary of duties, with said position being appointed by the Board.

MOTION – Mayor Bacci moved, and Mayor Alai seconded to adopt Resolution No. 76-20. Without objection, the motion carried unanimously.

VI. Information Items

There were no items.

Open Session

There were no items.

VII. Public Session (any subject matter)

There were no items.

VIII. Executive Session

Mayor Bacci moved, pursuant to Ohio Revised Code section 121.22(G)(1), to enter into executive session to consider the appointment of a public employee and compensation of public employees. By roll call vote, the Board voted unanimously to enter into executive session at 12:55 p.m.

IX. Approval of Items from Executive Session

Resolution No. 77-20 Appointing Constance T. Haqq to the position of Chief Administrative Officer.

MOTION – Mayor Bacci moved, and Mr. Sulik seconded to adopt Resolution No. 77-20. Without objection, the motion carried unanimously.

X. Adjournment

The Board returned to open session at 2:04 p.m.

MOTION – President Brown stated business having been concluded, he would entertain a motion to adjourn. Mayor Bacci moved, and Mayor Alai seconded the motion to adjourn at 2:04 p.m. Without objection, the motion carried unanimously.



Timothy J. DeGeeter, Secretary
Board of Trustees
Northeast Ohio Regional Sewer District



Darnell Brown, President
Board of Trustees
Northeast Ohio Regional Sewer District